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GOVERNOR


STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

April 30, 2012

MEMORANDUM

TO: ISD/RESA Superintendents which have previously completed a Consolidated Application and their Consolidated Application Main Contacts

FROM: Michael W. Radke, Ph.D. 
Director, Office of Field Services

SUBJECT: Consolidated Application Requirements for Intermediate School Districts/Regional Educational Service Agencies

In order to streamline the online school improvement management system for Local Educational Agencies (LEAs), the Michigan Department of Education (MDE), Office of Field Services (OFS), eliminated the LEA Planning Cycle from the process of applying for federal funds through the Consolidated Application. Instead, LEAs were informed that OFS would review the submitted District Improvement Plan in lieu of the LEA Planning Cycle.

Since Intermediate School Districts (ISDs) and Regional Educational Service Agencies (RESAs) do not complete a District Improvement Plan, this requirement is not applicable. Instead, ISDs/RESAs that apply for federal funds through the Consolidated Application will be required to attach a copy of their updated Goals Management information to the 2012-13 Consolidated Application prior to submission.

Step 1:

Log-in to the AdvancEd portal.

Step 2:

Select "My School Improvement" from the tabs at the top of the screen.

Step 4:

Select the "Manage Goals" link at the bottom of the screen.

Step 5:

Update and save revised goals information as appropriate.

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Step 6:

Use the "Download PDF" link on the right side of the screen to save a copy of your Goals Management information to your desktop or a folder.

Step 7:

Log-in to the MEGS+ portal.

Step 8:

Complete your Consolidated Application.

Step 9:

Attach a copy of your Goals Management information to the "Additional Budget Detail" link located under the Attachments section of the application.

The ISD/RESA must attach a copy of this information in order for the Consolidated Application to be reviewed by OFS.

If you have any questions, please feel free to contact your Regional Field Services Consultant at 517-373-3921.